

## BY-LAWS

### SHASTA COUNTY JUVENILE JUSTICE AND DELINQUENCY PREVENTION COMMISSION

#### ARTICLE I – NAME AND PURPOSE

##### Section 1. Name

This organization shall be known as the Shasta County Juvenile Justice and Delinquency Prevention Commission.

##### Section 2. Purpose

Organized as a dual commission both in the areas of juvenile justice and delinquency prevention, the Commission shall research, evaluate and make recommendations pursuant to Article 2. Commissions and Committees and Article 5. Probation Officers, Welfare and Institutions Code.

#### ARTICLE II – DUTIES

##### Section 1. Juvenile Justice

As stated in Section 229 and 230, W & I Code, “It shall be the duty of a juvenile justice commission to inquire into the administration of the juvenile court law in the county or region in which the commission serves. For this purpose the commission shall have access to all publicly administered institutions authorized or whose use is authorized by this chapter situated in the county or region, shall inspect such institutions no less frequently than once a year, and may hold hearings. A judge of the juvenile court shall have the power to issue subpoenas requiring attendance and testimony of witnesses and production of papers at hearings of the commission.

“A juvenile justice commission shall annually inspect any jail or lockup within the county which in the preceding calendar year was used for confinement for more than 24 hours of any minor. It shall report the results of such inspection together with its recommendations based thereon, in writing, to the juvenile court and to the Correction Standards Authority.

“A juvenile justice commission may recommend to any person charged with the administration of any of the provisions of this chapter such changes as it has concluded, after investigation, will be beneficial. A commission may publicize its recommendations.”

##### Section 2. Delinquency Prevention

As stated in Section 232 W & I Code, “. . . to cooperate with and assist in coordinating on a countywide basis the work of those community agencies engaged in activities designed to prevent juvenile and adult delinquency; and . . . may cooperate with any such public or community committees, agencies, or councils at their invitation.”

Further, as stated in Section 233, W & I Code, “. . . to coordinate on a countywide basis the work of those governmental and nongovernmental organizations engaged in activities designed to prevent juvenile delinquency.”

## **ARTICLE III. OFFICERS AND DUTIES**

### **Section 1. Officers**

The Officers of the Commission shall be the Chairman and Vice-Chairman, each of whom shall be elected annually by a majority vote of a quorum of the Commission.

### **Section 2. Chairman**

The Chairman of the Commission in general accord with Robert's Rules of Order, shall conduct all meetings of the Commission. In addition, that person has authority to call special meetings of the entire Commission, appoint special committees of an ad hoc nature, and prepare the agenda of Commission meetings. The Chairman will also carry out any other duties as designated by an absolute majority vote of the Commission.

### **Section 3. Vice-Chairman**

The Vice-Chairman will assume the role of the Chairman as outlined in Section 2. above, in the absence of the Chairman.

### **Section 4. Absence of Officers**

In the event of the absence of both the Chairman and Vice-Chairman at a regular meeting of the Commission, a quorum of members present shall elect a chairman Pro Tempore to preside for that meeting.

### **Section 5. Vacancies**

Any vacancy in the office of Chairman or Vice-Chairman shall be filled by nomination from the majority vote of a quorum of the Commission at the next regular meeting of the Commission. Term of office will be for the remainder of the existing term.

### **Section 6. Date of Notice**

Officers duly elected in June of each year will take office effective the regular meeting in July. In the event of a special election to fill a vacancy, the person elected will immediately take office.

## **ARTICLE IV. MEETINGS**

### **Section 1. Regular Meetings**

A regular meeting of the Commission will be scheduled and held on the last Wednesday of each month, unless due to extenuating circumstances, the Chairman with a majority of the quorum of the Commission agree to cancel a regularly scheduled meeting.

### **Section 2. Special Meetings**

Special meetings of the Commission may be called by the Chairman, or in the Chairman's absence, by the Vice-Chairman. Also, special meetings may be called by petition of the majority of the Commission members to the Chairman. The Officer calling the special

meeting shall give notice of the time and place of the meeting to the membership at least forty-eight (48) hours prior thereto.

**Section 3. Rules of Order**

Meetings are to be conducted under the general guidelines of Robert's Rules of Order as interpreted by the Chairman after consultation with the Parliamentarian. All meetings shall be conducted pursuant to the Brown Act.

**Section 4. Voting**

A quorum for the transaction of business shall be at least one-half (1/2) of the current total of the membership, except that an absolute majority vote of the current total membership is required to approve the appointments of deputies or assistant probation officers, pursuant to Section 270 W & I Code.

**Section 5. Attendance**

Any member of the Commission who misses three (3) consecutive meetings or who attends less than fifty percent (50%) of the Commission's regularly scheduled meetings in any calendar year shall be deemed to have automatically resigned from the Commission, unless excused in advance by the Chairman, or in his absence, the Vice Chairman. **The appointing authority shall be notified of the ensuing vacancy.**

**ARTICLE V. COMMITTEES**

**Section 1. Committees**

The Commission shall develop specialized committees to identify, evaluate, and recommend to the Commission specific actions and activities that enhance the administration of juvenile justice and the prevention of juvenile delinquency in both governmental and nongovernmental agencies, programs and activities.

Chairmen of the specialized committees shall be appointed by the Chairman of the Commission.

Specialized committee reports will be made by the committee chairman at each regular meeting of the Commission.

**ARTICLE VI. AMENDMENTS TO THE BY-LAWS**

**Section 1. Amendments**

These By-Laws may be amended at a regular or special meeting of the Commission by a vote of a majority of the membership provided, however, that a thirty (30) day written notice has been given to all members of the Commission prior to the meeting where the changes are to be considered.